

**Moultonborough Planning Board**  
**P.O. Box 139**  
**Moultonborough, NH 03254**

**Regular Meeting**

**January 13, 2016**

**Minutes**

Present: Members: Scott Bartlett, Rich Kumpf, Kevin Quinlan, Ed Charest;  
Russ Wakefield (Selectmen's Representative)  
Alternate: Allen Hoch  
Excused: Joanne Farnham  
Staff Present: Town Planner, Bruce W. Woodruff; Administrative Assistant, Bonnie Whitney

**I. Pledge of Allegiance**

The Chairman opened the regular meeting at 7:05 PM and led the Pledge of Allegiance. He then appointed Allen Hoch to sit on the board with full voting privileges.

**II. Approval of Minutes**

**Motion:** Mr. Hoch moved to approve the Planning Board Minutes of December 9, 2015, as written, seconded by Mr. Charest, carried unanimously.

**III. Citizen's Forum**

**IV. New Submissions**

1. Robert J. Hirschfield Living Trust and Moultonboro Airbase, LLC (23-1 & 18-18)  
(205 Skyline Drive and 39 Airport Road) - Boundary Line Adjustment

The Chair stated that this was a request for a boundary line adjustment and noted the waiver request letter, dated December 17, 2015, from Section 4.3 A (3), (4), (5) and (11) of the Subdivision regulations to not depict wetlands, topo, soils & slopes info, setbacks, sewer & water lines, complete parcel boundaries, or prepare unit density sheets, and that the application was in order for acceptance and scheduling of a public hearing by the board for this evening. The Planner has recommended that the Board accept the boundary line application as complete (with waiver) and hold the Public Hearing.

**Motion:** Mr. Wakefield moved to accept the application of the Robert J. Hirschfield Living Trust and Moultonboro Airbase, LLC (23-1 & 18-18)(205 Skyline Drive and 39 Airport Road), grant the waivers from Section 4.3 A (3), (4), (5) and (11), for the purposes of acceptance only and to schedule a hearing for this evening to be Boundary Line Adjustment #1, seconded by Mr. Charest, carried unanimously.

2. Winaukee Real Estate, LLC (250-1) (2 Black Island)  
Site Plan Amendment

The Chair stated that this was a request for a Site Plan Review to allow for the construction of a covered basketball facility (60' x 105' covered court with a 9' x 45' bleacher area). The Chair noted the waiver request letter, dated December 17, 2015, from Section 10 A (2) and (3) of the Site Plan Review regulations to not depict topo and benchmarks. The Planner has recommended that the Board accept the Site Plan application as complete (with waiver) and hold the Public Hearing.

**Motion:** Mr. Charest moved to accept the application for Site Plan Review for Winaukee Real Estate, LLC (250-1) (2 Black Island), grant the waivers from Section 10 A (2) and (3), for the purposes of acceptance only and to schedule a hearing for this evening to be Hearing #1, seconded by Mr. Quinlan, carried unanimously.

## **V. Boundary Line Adjustments**

### 1. Robert J. Hirschfield Living Trust and Moultonboro Airbase, LLC (23-1 & 18-18) (205 Skyline Drive and 39 Airport Road) - Boundary Line Adjustment

Jim Hambrook of Hambrook Land Surveying presented the application for the boundary line adjustment. Mr. Hambrook stated the proposal is to transfer 25,294 sq. ft. ("Parcel A") from Tax Map 18, Lot 18 to Tax Map 23 Lot 1, and 16,313 sq. ft. from Tax Map 23, Lot 1 to Tax Map 18, Lot 18 with a net result of Tax Map 23, Lot 1 becoming 14.42 +/- acres (0.22 acres larger) and Tax Map 18, Lot 18 becoming 54.13 +/- acres (0.22 acres smaller). Mr. Hambrook referred to the Planners staff memo of December 23<sup>rd</sup>, stating that he has addressed all of the issues contained in the memo. He noted that the boundary pins have been set. Mr. Hambrook noted his request for waivers from Section .3 A (3), (4), (5) and (11), relating to wetlands, topography, soils and soils information, setbacks, sewer & water lines, complete parcel boundaries, or preparation of unit density sheets, stating the reason as this is a boundary line adjustment and no new lots are being created. Mr. Hambrook answered any questions from the board.

The Chair asked the Planner for his input on the proposed boundary line adjustment. Mr. Woodruff stated that there were no zoning issues with the proposed lot line adjustment. He noted that he had 8 minor conditions contained in his staff memo. While Mr. Hambrook noted the changes have been made, he has not printed the final plan. The Planner recommended the conditions should still be noted in their motion of approval this evening.

Mr. Kumpf questioned if the solar panels needed to meet setbacks and if they required a building permit. The Planner stated that yes the solar panels do need to meet setbacks, and the proposed lot line adjustment will address any non-conformities. He will verify with the Code Enforcement Office the status of a building permit.

There were no further questions from the Board. The Chair opened the hearing for public input, it was noted there was none. There being no questions or comments from the Board or the public, the Chair closed the Public Hearing.

**Motion:** Mr. Quinlan moved to approve the Boundary Line Adjustment Plat for Tax Map 23, Lot 1 and Tax Map 18, Lot 18, the Robert J. Hirschfield Living Trust and Moultonboro Airbase, LLC, with the requested waivers to not depict wetlands, topo, soils & slopes info, setbacks, sewer & water lines, complete parcel boundaries, or prepare unit density sheets, which transfer 25,294 sq. ft. ("Parcel A") from Tax Map 18, Lot 18 to Tax Map 23 Lot 1, and 16,313 sq. ft. from Tax Map 23, Lot 1 to Tax Map 18, Lot 18 with a net result of Tax Map 23, Lot 1 becoming 14.42 +/- acres (0.22 acres larger) and Tax Map 18, Lot 18 becoming 54.1, with the following conditions: 1. The owners' signatures be added to the plat prior to the Chair signing; 2. Add the FEMA flood zone note to the plat or denote the area that is in the flood zone; 3. Add CCRD plan or Bk./Pg. numbers for easements of record in note #4; 4. Add note stating that the subject parcels lie in the Groundwater Protection Overlay District; 5. Set all required boundary pins prior to Chair signing the plat; 6. Add the standard error of closure and date of survey note to the plat; 7. The final plat be submitted to the Development Services Office in appropriate electronic format; 8. Submit executed deeds for recording with all recording costs at the time of recording the plat, seconded by Mr. Hoch, carried unanimously.

## **VI. Hearings**

### **1. Winaukee Real Estate, LLC (250-1) (2 Black Island) Site Plan Amendment**

Jim Hambrook of Hambrook Land Surveying presented the application. Jeff Clarenbach with Camp Winaukee was present this evening. Mr. Hambrook stated that this was an amendment to a site plan. The proposal is to construct a covered basketball facility (60' x 105' covered court with a 9' x 45' bleacher area). Mr. Hambrook referred to the Planners staff memo of December 23<sup>rd</sup>, 2015, stating that he had addressed the concerns noted in the memo. He has added a filtering drip edge trench around the perimeter of the proposed structure. The proposed structure is located approximately 380 feet from the lake at its closest point. The lot coverage of the site with the proposed structure is 5.1%. Mr. Hambrook answered any questions from the Board.

Members questioned if this was a pavilion or an enclosed building. Mr. Clarenbach replied that the structure is enclosed on both gable ends with 16' returns on each side.

The Chair asked the Planner for his input on the proposed site plan amendment. Mr. Woodruff stated that there were no zoning issues. He noted the applicant had requested several waivers and he has recommended granting the waivers and approval of the site plan amendment with the three (3) noted conditions. Mr. Woodruff stated that as this was a minor amendment, they did not hold a TRC meeting, and the applicant has agreed to best management practices by installing the drip edge. He noted the Fire Chiefs comment which in closing stated "I have no concerns with this proposed plan."

There were no further questions from the Board. The Chair opened the hearing for public input, it was noted there was none. There being no questions or comments from the Board or the public, the Chair closed the Public Hearing.

**Motion:** Mr. Quinlan moved to approve the site plan amendment for Winaukee Real Estate, LLC Tax Map 250- Lot 1, with the requested waivers to not depict topo and benchmarks, with the following conditions: 1. The owners' signature block and signatures be added to the plan prior to the Chair signing. 2. Add a filtering drip edge trench around the structure perimeter to the plan as a best management practice to slow and filter rainwater off the roof edges. 3. Final plan be submitted to Development Services in cadd and pdf format, seconded by Mr. Kumpf, carried unanimously.

## **VII. Planner Comments**

The Planner gave a brief update stating that he was still working on the master plan chapters and should be ready in 3-4 weeks to hold the joint meeting with the PB and the Master Plan Steering Committee. He has been working on several amendments to the zoning ordinance to get at the Board of Selectmen's goals, master plan goals and incentivizing appropriate housing in appropriate places. Those draft amendments will be sent out next week so that members can begin to review them. One is a mixed use overlay ordinance, village alternate plan overlay district and a few others. Members were emailed a draft proposal for Proposed Revision to Site Plan Review Regulations the end of December. The majority of members were not certain if they had received the draft. This will be resent to members and the Planner asked that they review the one-page document for discussion at their next meeting.

## **VIII. Other Business/Correspondence**

1. The Chair noted that the Squam Lakes Association will be holding a watershed plan kick off meeting on Wednesday, January 20<sup>th</sup> from 5:30pm to 8:00pm at the SLA Resource Center in Holderness. Please click on the link for more information. <http://www.squam lakes.org/events/watershed-plan-kick-meeting>

2. Application For and Notice of Voluntary Merger for Steven & Kristin Miller (98-55 & 98-67) (81 St. Moritz St. & States Landing Road). Members were provided with a map showing the two lots to be merged.

**Motion:** Mr. Charest moved to acknowledge the Voluntary Merger for Steven & Kristin Miller (98-55 & 98-67) and further authorizing the Chairman to sign the application, seconded by Mr. Wakefield, carried unanimously.

3. The Planner noted that the Board of Selectmen will be holding two (2) Informational Sessions for a proposed Community Center to be located on the former Taylor property. They will be held on January 21<sup>st</sup> and 28<sup>th</sup> from 6pm to 7pm in the Ernest Davis Meeting Room in the Town Hall. Planning Board members were encouraged to attend these two meetings. It was noted that the proposed Community Center will be a warrant article in March.

**IX. Adjournment:** Mr. Quinlan made the motion to adjourn at 7:55 PM, Seconded by Mr. Hoch, carried unanimously.

Respectfully Submitted,  
Bonnie L. Whitney  
Administrative Assistant